Keychain Barcode Scanner

HENRY SCHEIN®

User Guide

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TABLE OF CONTENTS

Quick Start 4
Congratulations 4
Scanner Features 4
What's Included with Your Scanner 5
What You Need to Get Started 6
Summary of Adding Products to Your Order or Order Form 7
Using the Scanner with the Web Site 8
Setting up the Scanner 8
Enabling the Scanner 8
Printing Item Barcodes 10
Printing Item Barcode Quantities 10
Printing Item Barcode Labels from Items Purchased 11
Printing Barcodes from a Shopping List 12
Scanning Item Codes and Ordering Products 13
Setting Keychain Barcode Scanner Ordering Preferences 15
Using the Scanner with ArubA eZ 16
Setting up the Scanner 16
Enabling Your Scanner 16
Printing Item Barcodes 17
Printing Item Barcode Quantities 17
Printing Item Barcode Labels from Order History 17
Printing Item Barcode Labels from Shopping Lists 17
Scanning Item Codes and Ordering Products 18
Deleting Barcodes 19
Deleting Barcodes with Web Site 19
Deleting Barcodes with ARUBA EZ 19

QUICK START

Congratulations

Thank you for purchasing the Keychain Barcode Scanner. The scanner is a Portable pocket-sized device that offers you an alternative method to order items on the Web Site or using ARUBA EZ. This quick and simple solution enables you to scan product codes and/or ordering quantities directly from a product list or shelf label and then upload the scanned items to your order on the Web Site and/or to the Order Form on ARUBA EZ simply by connecting the scanner to your computer using a USB or Serial cable.

NOTE: If you have not already done so already, please review the Setup Instructions enclosed with your scanner before using it on the Web Site or ARUBA eZ.

Scanner Features

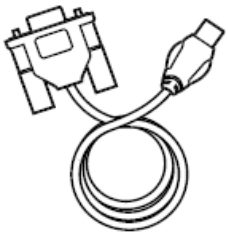
- Small and lightweight — Fits onto a keychain and easily carried in pocket or purse
- Allows scanning of item codes and quantities
- Previously scanned item codes and quantities can be deleted
- Can store up to 300 item codes without scanning quantities
- Can store up to 150 item codes if a quantity value of 1 for each product
- Can perform up to 5,000 scans with a new set of batteries
- Real-time clock — Each bar code is time/date stamped
- Non-volatile Memory — Retains scanned item codes even when batteries are removed
- Battery Operated — Uses 4 Silver Oxide Watch Batteries
- Serial Connector or USB Connector Compatible
- Compatible with Windows 98 (Serial Connector Only), Windows 2000, Windows Me (Serial Connector Only) and Windows XP

What's Included with Your Scanner

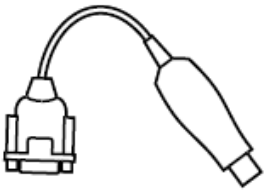
Depending upon the configuration purchased, the Barcode Keychain Scanner is packaged with a serial communication cable or a USB communication cable set, the USB Driver Installation CD, a Read Me First, an Owner's Guide, and Setup Instructions.

Keychain Barcode Scanner

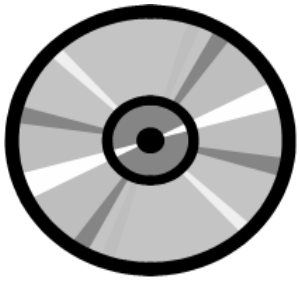
Serial Cable



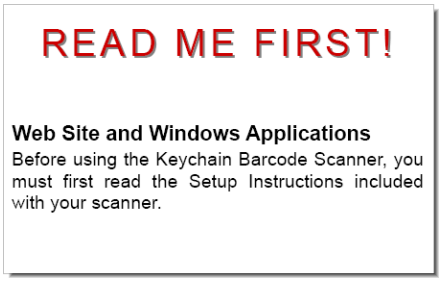
USB-to-Serial Converter Cable



USB Driver Installation CD

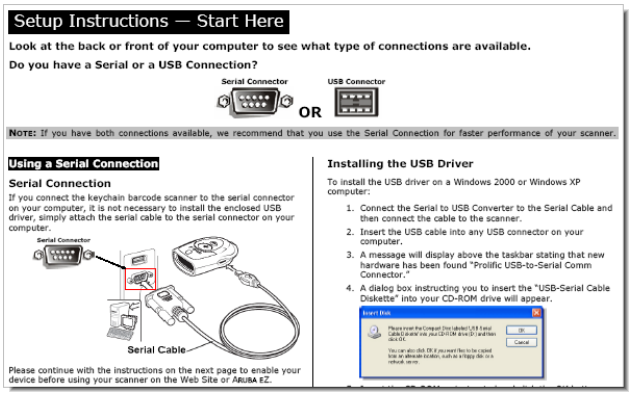


Read Me First


READ ME FIRST!
Web Site and Windows Applications
Before using the Keychain Barcode Scanner, you must first read the Setup Instructions included with your scanner.

Owner's Guide

Setup Instructions


Setup Instructions — Start Here
Look at the back or front of your computer to see what type of connections are available.
Do you have a Serial or a USB Connection?
Serial Connector
OR
USB Connector
NOTE: If you have both connections available, we recommend that you use the Serial Connection for faster performance of your scanner.
Using a Serial Connection
Serial Connection
If you connect the keychain barcode scanner to the serial connector on your computer, it is not necessary to install the enclosed USB driver, simply attach the serial cable to the serial connector on your computer.
Serial Connector
Serial Cable
Please continue with the instructions on the next page to enable your device before using your scanner on the Web Site or ARUBA EZ.
Installing the USB Driver
To install the USB driver on a Windows 2000 or Windows XP computer:
1. Connect the Serial to USB Converter to the Serial Cable and then connect the cable to the scanner.
2. Insert the USB cable into any USB connector on your computer.
3. A message will display above the taskbar stating that new hardware has been found "Prolific USB-to-Serial Comm Connector."
4. A dialog box instructing you to insert the "USB-Serial Cable Diskette" into your CD-ROM drive will appear.

What You Need to Get Started

To scan item codes with the Keychain Barcode Scanner, you need:

- Keychain Barcode Scanner
- USB Driver Installation CD needed to install USB Driver (if necessary)
- USB or Serial Cable (Serial Connection recommended for faster upload)
- IBM or IBM-compatible Computer with a mouse
- Pentium II (or better) processor with a memory of at least 32MB
- CD-ROM to install the Scanner USB Driver
- Windows 98 or Me (Serial Connection only)
- Windows 2000, Windows XP, or newer (Serial and USB Connection)
- Hard Disk with at least 75MB of free space
- Internet Connection for Web Site Access (Dial-up, DSL, or Broadband)
- Internet Explorer 4.0 or higher for Web Site Access
- Adobe Acrobat 6.0 or higher (for Printing Barcode Reports)

Summary of Adding Products to Your Order or Order Form

To add products to your Order or Order Form:

1. Print a list of Barcode Labels if necessary.
2. Simply point and click to scan the desired item codes and quantities. Aim the scanner at the desired barcode from a product list or shelf label. Press and hold the large button on the scanner until you hear the tone and the blinking indicator turns solid green.

   NOTE: Make sure the scanner beam covers the entire barcode and extends as far out as indicated by the endpoints of the barcode. The scanner should be held approximately 2.5 inches from the barcode and at a slight angle.

3. Connect the scanner to the computer using a USB or Serial cable. If using the USB Connector, you must install the USB driver from the enclosed CD. See the Setup Instructions enclosed with your scanner.
4. Go to the Web Site or open ArubA eZ.
5. If using the Web Site (see Using the Scanner with Web Site):
   a. Login by entering your User ID and Password.
   b. Go to the My Account Page.
   c. Click the link "Keychain Barcode Scanner" in the My Account Menu.
   d. Click the link "Enable Scanner."
   e. Click the link "Upload Scannned Items" at the bottom of the page.
   f. The scanned items are automatically added to your order page.
6. If using ARUBA eZ (see Using the Scanner with ARUBA eZ):
   a. Login by entering your User Name and Password.
   b. From the Tools Menu, click System Setup.
   c. Click the Enable Barcode Device button.
   d. Click the Upload Scanned Items to Order button on the Order Form.
   e. The scanned items are automatically added to the Order Form.
7. Review and submit your order.

USING THE SCANNER WITH THE WEB SITE

To use the scanner with the Web Site:

1. Setup the Scanner
2. Enable the Scanner
3. Print Barcodes
4. Scan Item Codes and Order Products

Setting up the Scanner

Before using the Keychain Barcode Scanner, you must setup the scanner according to the type of connection used.

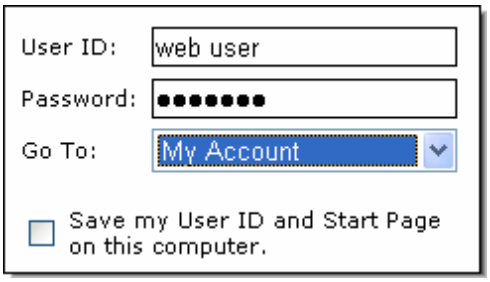
To setup your scanner, see the Setup Instructions enclosed with the scanner.

Enabling the Scanner

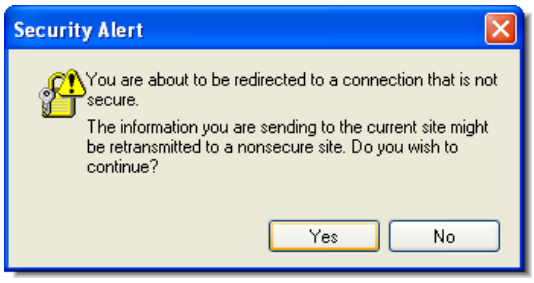
Before using the Keychain Barcode Scanner to add products to your order, you must first enable the scanner. Once enabled, you can disable it if necessary.

To enable your scanner for the Web Site:

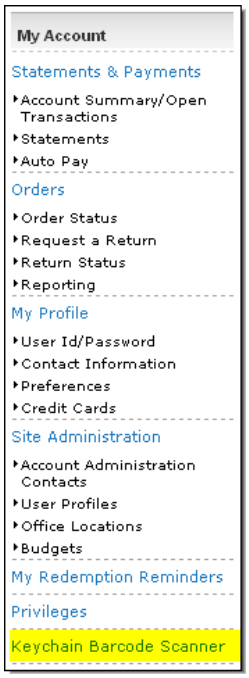
1. Go to the Web Site.
2. Login:
    a. Enter your User ID and Password.
    b. Go to the My Account Page.



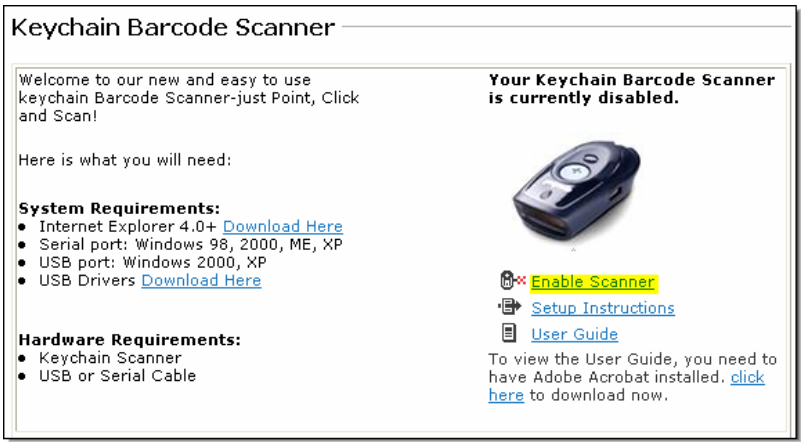
3. Click the Yes button.


Security Alert
You are about to be redirected to a connection that is not secure.
The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?
Yes
No

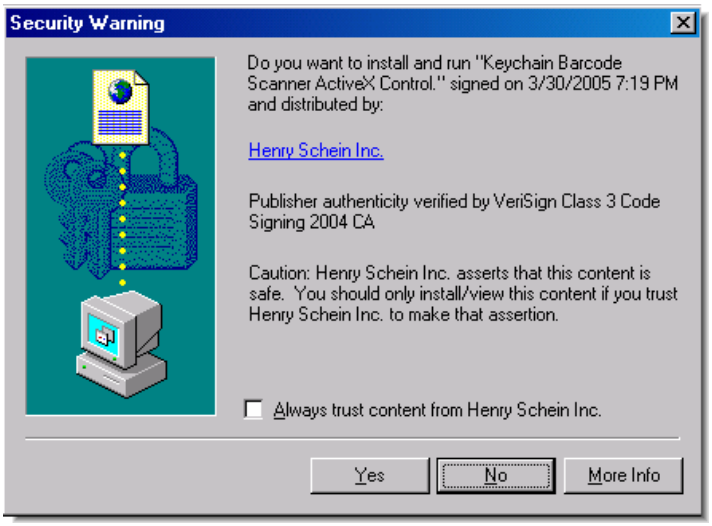
4. Click the link "Keychain Barcode Scanner" in the My Account Menu.



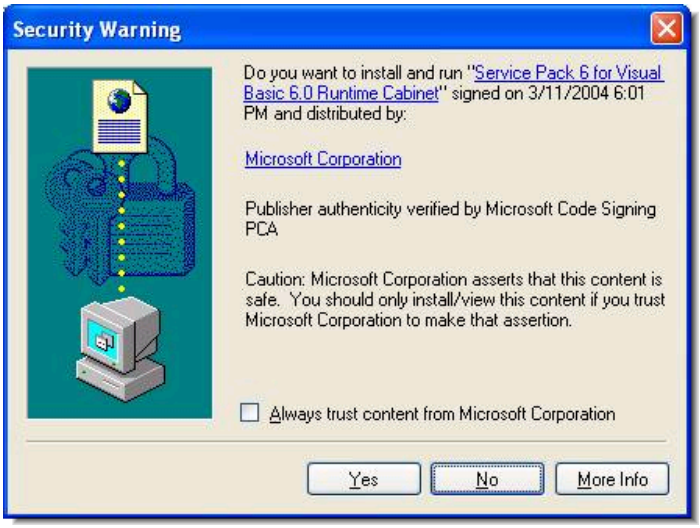
5. Click the link "Enable Scanner" on the Keychain Barcode Scanner Page.


Keychain Barcode Scanner
Welcome to our new and easy to use keychain Barcode Scanner-just Point, Click and Scan!
Here is what you will need:
System Requirements:
Internet Explorer 4.0+ Download Here
Serial port: Windows 98, 2000, ME, XP
USB port: Windows 2000, XP
USB Drivers Download Here
Hardware Requirements:
Keychain Scanner
USB or Serial Cable
Your Keychain Barcode Scanner is currently disabled.
Enable Scanner
Setup Instructions
User Guide
To view the User Guide, you need to have Adobe Acrobat installed. click here to download now.

6. You will be prompted to install the Scanner ActiveX Control. Depending on your operating system, you may be presented with one of the following messages:


Security Warning
Do you want to install and run "Keychain Barcode Scanner ActiveX Control." signed on 3/30/2005 7:19 PM and distributed by:
Henry Schein Inc.
Publisher authenticity verified by VeriSign Class 3 Code Signing 2004 CA
Caution: Henry Schein Inc. asserts that this content is safe. You should only install/view this content if you trust Henry Schein Inc. to make that assertion.
Always trust content from Henry Schein Inc.
Yes
No
More Info

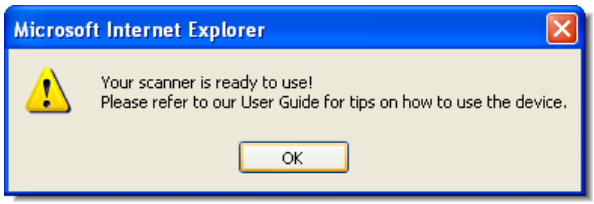
NOTE: Internet Security Settings for Download Unsigned ActiveX Controls must be enabled to download Scanner Software.


Security Warning
Do you want to install and run "Service Pack 6 for Visual Basic 6.0 Runtime Cabinet" signed on 3/11/2004 6:01 PM and distributed by:
Microsoft Corporation
Publisher authenticity verified by Microsoft Code Signing PCA
Caution: Microsoft Corporation asserts that this content is safe. You should only install/view this content if you trust Microsoft Corporation to make that assertion.
Always trust content from Microsoft Corporation
Yes
No
More Info

7. Click Yes button and continue with the installation.

NOTE: This installation may take a few seconds and is required in order for your scanner to be fully operational.

8. Once the installation is completed, you may begin using your device. The following confirmation message may be displayed.


Microsoft Internet Explorer
Your scanner is ready to use!
Please refer to our User Guide for tips on how to use the device.
OK

9. Click the OK button.

Printing Item Barcodes

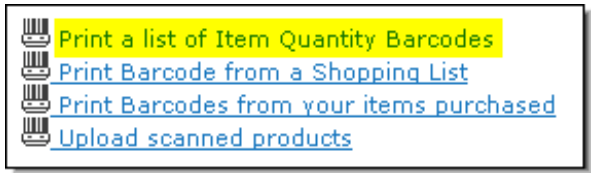
If necessary, you can print:

- Item Barcode Quantities
- Item Barcode Labels from Purchase History
- Item Barcode Labels from a Shopping List

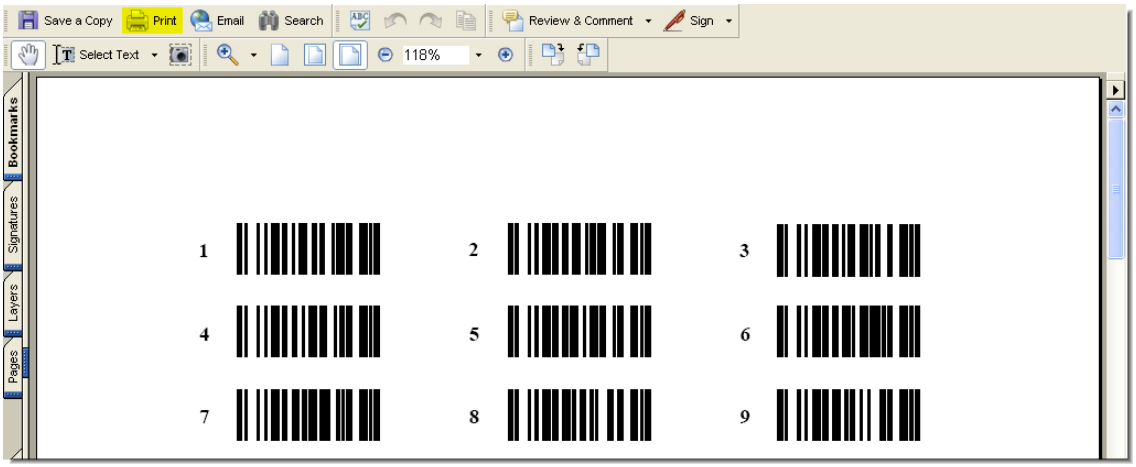
Printing Item Barcode Quantities

To print item barcode quantities:

1. Go the Keychain Barcode Scanner Page and click the link "Print a list of Item Quantity Barcodes" at the bottom of the page.


Print a list of Item Quantity Barcodes
Print Barcode from a Shopping List
Print Barcodes from your items purchased
Upload scanned products

2. Click the Print button.

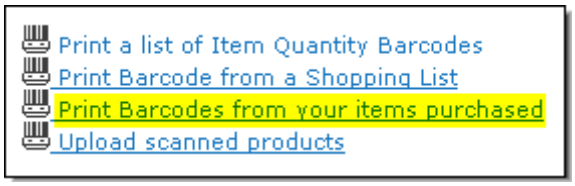


3. Close the pop-up window.

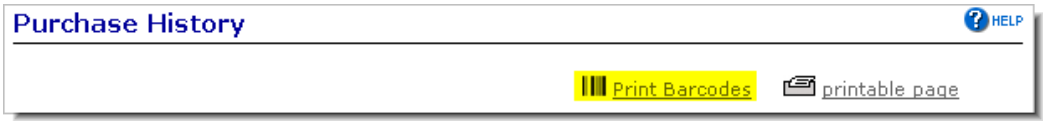
Printing Item Barcode Labels from Items Purchased

To print a list of barcode labels:

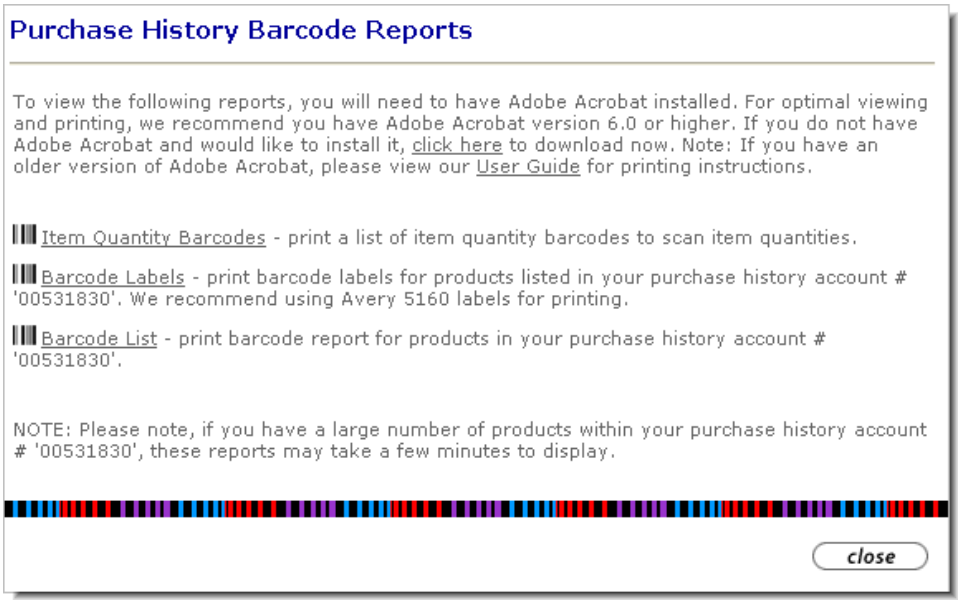
1. Go the Keychain Barcode Scanner Page and click the link "Print Barcodes from your items purchased."


Print a list of Item Quantity Barcodes
Print Barcode from a Shopping List
Print Barcodes from your items purchased
Upload scanned products

2. Click the link Print Barcodes.



3. If you want to print a list of item quantity barcodes, click the link Item Quantity Barcodes and then click the Print button.
4. If you want to print barcode labels for products, click the link Barcode Labels and then click the Print button.
5. If you want to print a barcode report, click the link Barcode List and then click the Print button.

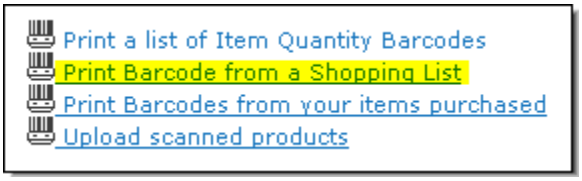

Purchase History Barcode Reports
To view the following reports, you will need to have Adobe Acrobat installed. For optimal viewing and printing, we recommend you have Adobe Acrobat version 6.0 or higher. If you do not have Adobe Acrobat and would like to install it, click here to download now. Note: If you have an older version of Adobe Acrobat, please view our User Guide for printing instructions.
Item Quantity Barcodes - print a list of item quantity barcodes to scan item quantities.
Barcode Labels - print barcode labels for products listed in your purchase history account # '00531830'. We recommend using Avery 5160 labels for printing.
Barcode List - print barcode report for products in your purchase history account # '00531830'.
NOTE: Please note, if you have a large number of products within your purchase history account # '00531830', these reports may take a few minutes to display.
close

6. Close all pop-up windows.

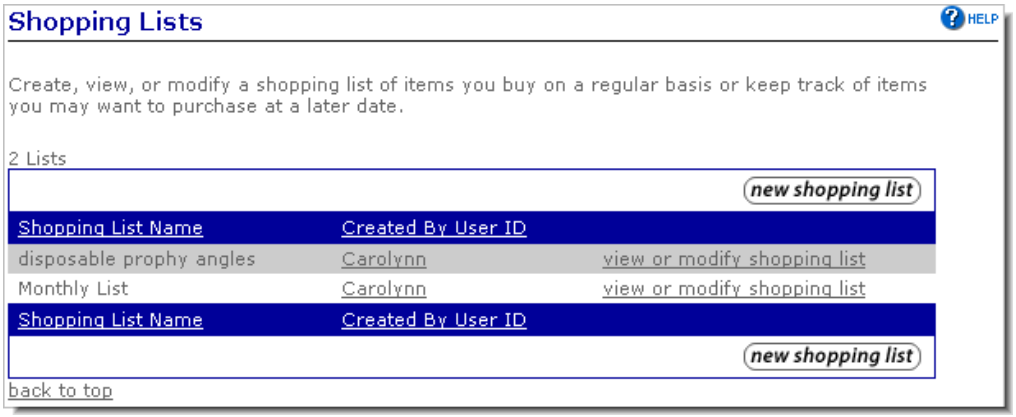
Printing Barcodes from a Shopping List

To print item quantity barcodes from a shopping list:

1. Go the Keychain Barcode Scanner Page and click the link "Print Barcodes from a Shopping List."


Print a list of Item Quantity Barcodes
Print Barcode from a Shopping List
Print Barcodes from your items purchased
Upload scanned products

2. Click the link view or modify shopping list.


Shopping Lists
HELP
Create, view, or modify a shopping list of items you buy on a regular basis or keep track of items you may want to purchase at a later date.
2 Lists
new shopping list
Shopping List Name
Created By User ID
disposable prophy angles
Carolynn
view or modify shopping list
Monthly List
Carolynn
view or modify shopping list
Shopping List Name
Created By User ID
new shopping list
back to top

3. Click the link Print Barcodes.

4. If you want to print a list of item quantity barcodes, click the link Item Quantity Barcodes and then click the Print button.
5. If you want to print barcode labels for products, click the link Barcode Labels and then click the Print button.
6. If you want to print a barcode report, click the link Barcode List and then click the Print button.

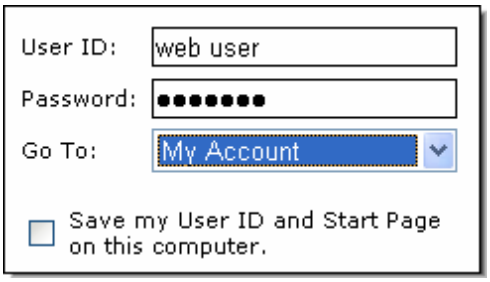
Shopping List Barcode Reports
To view the following reports, you will need to have Adobe Acrobat installed. For optimal viewing and printing, we recommend you have Adobe Acrobat version 6.0 or higher. If you do not have Adobe Acrobat and would like to install it, click here to download now. Note: If you have an older version of Adobe Acrobat, please view our User Guide for printing instructions.
Item Quantity Barcodes - print a list of item quantity barcodes to scan item quantities.
Barcode Labels - print barcode labels for products listed in shopping list 'Monthly List'. We recommend using Avery 5160 labels for printing.
Barcode List - print barcode report for products in your shopping list 'Monthly List'.
NOTE: Please note, if you have a large number of products within your shopping list 'Monthly List', these reports may take a few minutes to display.
close

7. Close all pop-up windows.

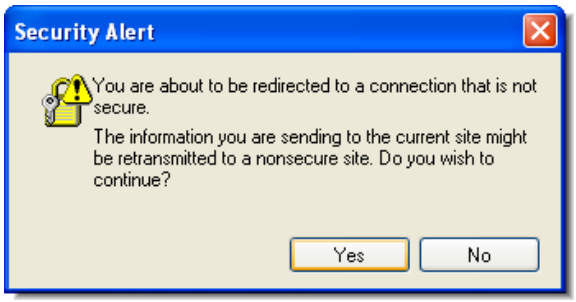
Scanning Item Codes and Ordering Products

To scan item codes and add them to your Current Order:

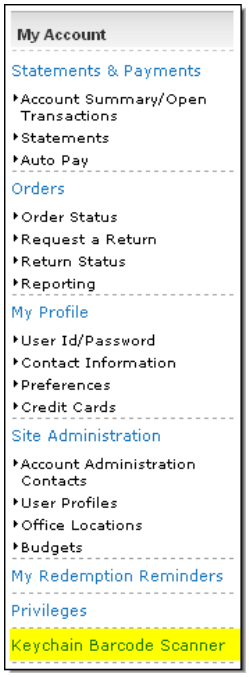
1. Connect the scanner to the computer using a USB or Serial cable. If using the USB Connector, you must install the USB driver from the enclosed CD. See the Setup Instructions enclosed with your scanner.
2. Go to the Web Site.
3. Login:
   a. Enter your User ID and Password.
   b. Go to the My Account Page.



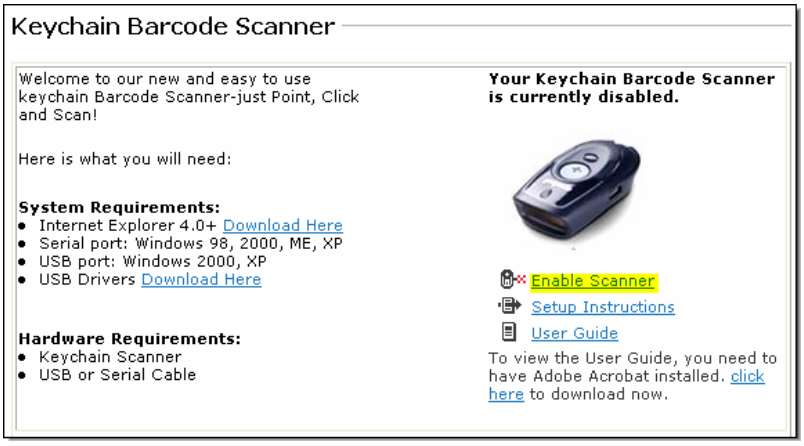
4. Click the Yes button.


Security Alert
You are about to be redirected to a connection that is not secure.
The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?
Yes
No

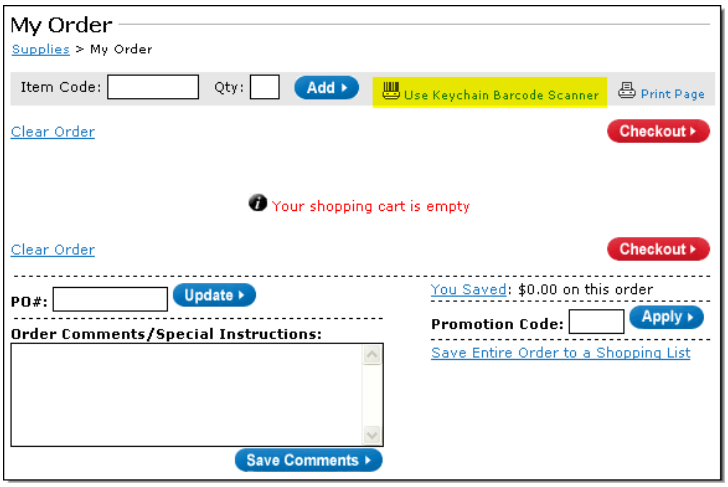
5. Click the link "Keychain Barcode Scanner" in the My Account Menu.



6. Click the link "Enable Scanner."


Keychain Barcode Scanner
Welcome to our new and easy to use keychain Barcode Scanner-just Point, Click and Scan!
Here is what you will need:
System Requirements:
Internet Explorer 4.0+ Download Here
Serial port: Windows 98, 2000, ME, XP
USB port: Windows 2000, XP
USB Drivers Download Here
Hardware Requirements:
Keychain Scanner
USB or Serial Cable
Your Keychain Barcode Scanner is currently disabled.
Enable Scanner
Setup Instructions
User Guide
To view the User Guide, you need to have Adobe Acrobat installed. click here to download now.

7. Click the link "Upload Scannned Items" at the bottom of the page.



8. The scanned items are automatically added to Your Order Page.

NOTE: If an Internet connection is not detected once the scanner is connected, a message "the items will be stored offline temporarily" is displayed. Once the Internet connection is detected, an option to "Load Offline Orders" is displayed. When selected, all items previously stored are uploaded to the Current Order.

9. If the scanner is connected, all the products stored are automatically transferred to your order. A "processing…please wait" message is displayed while the data is transferred to your order. Once the transfer is completed, your order page is refreshed and displays the newly added items from the scanner. The last item scanned is displayed at the top of your order page. If the scanner is not connected, a message "Device is not detected. Please connect the scanner to the computer" is displayed. Once the scanner is connected, the items stored in the scanner are automatically transferred to your order. However, if there are no products stored in the scanner, a message "No items are present on scanner. Please scan your items and re-upload" is displayed.

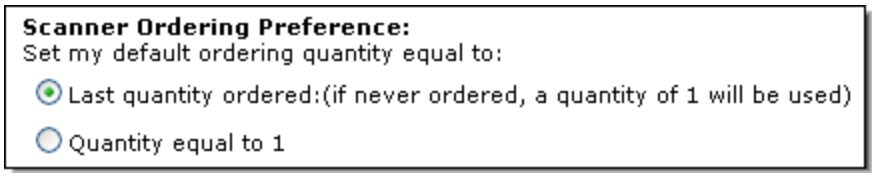
NOTE: All items are automatically removed from the scanner device once they have successfully been transferred to your order, and are displayed at the top. Items scanned that are not recognized in the Web Site Catalog are displayed in red.

10. Review the order and click **check out** to submit the order.

Setting Keychain Barcode Scanner Ordering Preferences

To set the scanner default ordering quantity:

1. Click the link "Keychain Barcode Scanner" in the My Account Menu.
2. Select the default ordering preference:
   - Last quantity ordered (a value of 1 if the item has never been ordered)
   - Set Quantity to 1.


Scanner Ordering Preference:
Set my default ordering quantity equal to:
Last quantity ordered:(if never ordered, a quantity of 1 will be used)
Quantity equal to 1

NOTE: All quantity values scanned will override the default settings in the this page.

USING THE SCANNER WITH ARUBA EZ

To use the scanner with ARUBA EZ:

1. Setup the Scanner
2. Enable the Scanner
3. Print Barcodes

Setting up the Scanner

Before using the Keychain Barcode Scanner, you must setup the scanner according to the type of connection used.

To setup your scanner, see the Setup Instructions enclosed with the Scanner or open ARUBA EZ and click ARUBA EZ Help from the Help Menu.

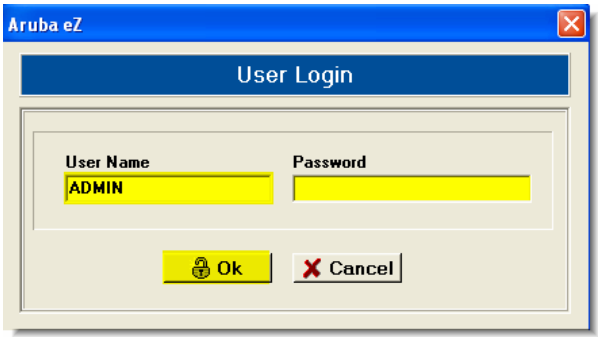
Enabling Your Scanner

Before using the scanner to add products to your Order Form, you must enable the scanner. To enable your scanner:

1. Open **ARUBA EZ** by double-clicking the **ARUBA EZ Shortcut Icon** on your PC Desktop.

NOTE: If you do not see the ARUBA EZ Shortcut Icon on your desktop, please verify with E-Commerce Support that ARUBA EZ has been installed on your PC.

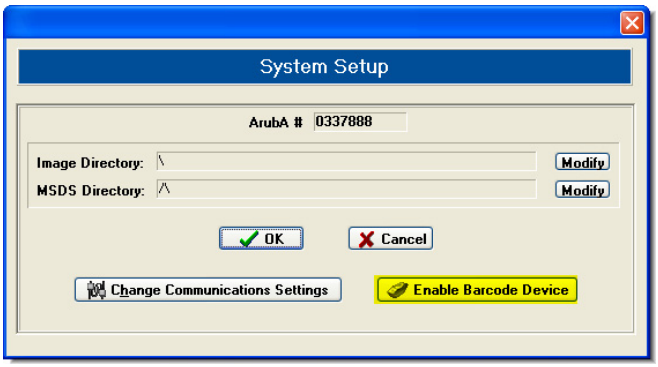
2. Login to ARUBA EZ:
   a. Enter your assigned **User Name** and **Password**.
   b. Click the **OK** button.



NOTE: The default username is "ADMIN." The "ADMIN" is the highest-level user, has access to all customer features, and can create or modify other users. If you forget your assigned password, please call E-Commerce Support at 1-800-711-6032.

3. From the Tools Menu, click **System Setup**.

4. Click the **Enable Barcode Device** button.



Printing Item Barcodes

If necessary, you can print:

- Item Barcode Quantities
- Item Barcode Labels from Purchase History
- Item Barcode Labels from a Shopping List

Printing Item Barcode Quantities

To print item barcode quantities:

1. Select Print Barcodes from the File Menu, and then select Quantities.
2. Click the Print button from the pop-up window.
3. Close the pop-up window.
4. Click the Close button.

Printing Item Barcode Labels from Order History

To print a list of barcode labels:

1. Select Print Barcodes from the File Menu, and then select Labels or Tags.
2. Click the Print button on the pop-up window.
3. Close the pop-up window.
4. Click the Close button.

Printing Item Barcode Labels from Shopping Lists

To print a list of barcode labels:

1. From the Order Menu, click Shopping List to display the Shopping List pop-up window. Alternatively, you can click the Shopping List button on the Tool Bar, or use the keyboard shortcut Ctrl+L.
2. Select a Shopping List from the drop-down list.
3. To print labels, click the Labels button.
4. To print tags, click the Tags button.
5. To print a report, click the Report button
6. Click the Print button on the pop-up window.
7. Click the Close button.

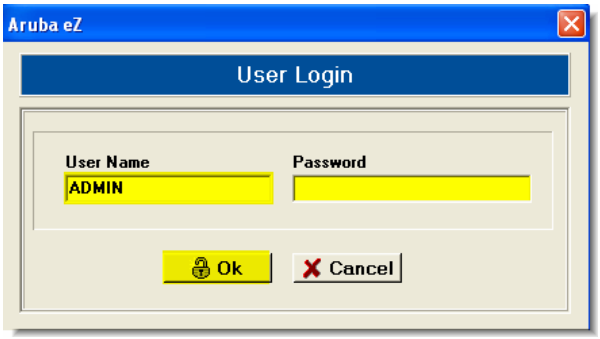
Scanning Item Codes and Ordering Products

To scan item codes and add them to your Order Form:

1. Connect the scanner to the computer using the USB or Serial Connector. If you connect the scanner using the USB Connector, you must install the USB Driver from the enclosed CD. See the Setup Instructions enclosed with your scanner.
2. Open **ARUBA EZ** by double-clicking the **ARUBA EZ Shortcut Icon** on your PC Desktop.

NOTE: If you do not see the ARUBA eZ Shortcut Icon on your desktop, please verify with E-Commerce Support that ARUBA eZ has been installed on your PC.

3. Login to ARUBA EZ:
   a. Enter your assigned **User Name** and **Password**.
   b. Click the **OK** button.



NOTE: The default username is "ADMIN." The "ADMIN" is the highest-level user, has access to all customer features, and can create or modify other users. If you forget your assigned password, please call E-Commerce Support at 1-800-711-6032.

4. Click the **Upload Scanned Products Button** on the Order Form.

5. If the scanner is connected, all the products stored are automatically transferred to the Order Form. A "Adding Products to Order . . ." message is displayed while the data is transferred to the Order Form. Once the transfer is completed, the Order Form is refreshed and displays the newly added items from the scanner. The last item scanned is displayed at the top of the Order Form. If the scanner is not connected, a message "Device is not detected. Please connect the scanner to the computer" is displayed. Once the scanner is connected, the items stored in the scanner are automatically transferred to the Order Form. However, if there are no products stored in the scanner, a message "No items are present on scanner. Please scan your items and re-upload" is displayed.

NOTE: All items are automatically removed from the scanner device once they have successfully been transferred to your order and are displayed at the top. Items scanned that are not recognized in the catalog are displayed in yellow.

6. Review the order and click **Connect**

to submit the order.

DELETING BARCODES

Deleting Barcodes with Web Site

To delete previously scanned products:

1. Go the Keychain Barcode Scanner Page and click the link "Print a list of Item Quantity Barcodes."
2. Click the Print button.
3. Close the pop-up window.
4. Scan the item code to be deleted from the Barcode Labels.
5. Scan the Delete Barcode from the Item Quantity Barcodes.
6. Repeat steps 1 to 6, if necessary.

Deleting Barcodes with ARUBA EZ

To delete previously scanned products:

1. Print Quantities by selecting Print Barcodes from the File Menu, then select Quantities.
2. Click the Print button from the pop-up window.
3. Close the pop-up window.
4. Scan the item code to be deleted from the Barcode Labels.
5. Scan the Delete Barcode from the Item Quantity Barcodes.
6. Repeat steps 1 to 5, if necessary.

NOTE: Please be aware that pressing the Delete Button for 6 seconds or more before connecting and uploading the products to the Web Site or ARUBA EZ, clears any previously scanned barcodes from the scanner memory. If this occurs, simply rescan the desired products, connect, and upload them to the Web Site or ARUBA EZ.